



2015-2016 Recreation Afterschool Program (RAP) A Supervised Recreation After School Program for Boys and Girls who are enrolled in 1st through 5th Grades at the schools listed below

2015-16 RAP LOTTERY REGISTRATION FOR ALL NEW AND RETURNING STUDENTS: WEDNESDAY, JULY 1 TO WEDNESDAY, JULY 15, 2015

- ♦ **Mail** or **Drop Off** completed RAP form with payment (Single or 1st Split Payment) to: Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501 (make checks payable to ARPD)
- ♦ **E-mail** completed form with Discover, MasterCard or VISA to arpd@alamedaca.gov
- ♦ **Fax** completed form with Discover, MasterCard or VISA to (510) 523-4071
- ♦ Online and phone registration are not available for RAP
- ♦ Single payment will be charged unless you indicate on the form that you wish to pay the 1st Split Payment

The lottery draw will take place on July 16th, and receipts will be mailed out during the following weeks. Incomplete registrations will delay processing. Any forms received before July 1st or after July 15th will be processed on Monday, July 27th.

WHEN DOES RAP MEET?

RAP meets every school day at dismissal time, including modified or early dismissal school days and ends at 5:30 p.m. **THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.**

Once RAP Staff leaves school grounds for their park site, they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees DO NOT cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

WHERE DO WE MEET OUR RAP LEADERS?

Meet your RAP Leaders at the pre-designated pick-up areas listed below at the school. All participants will walk back to the park as a group with the RAP Leaders.

Any kids with bikes, scooters, skateboards or roller blades **MUST** walk or carry them and obey all traffic laws on the way to the park. Be sure your child is dressed appropriately for the weather.

SCHOOL	RAP SITE	MEET YOUR RAP LEADER AT:
Bay Farm	Tillman Park.....	Front of school office at flagpole
Earhart	Leydecker Park.....	Grass field near driveway entrance
Edison	Lincoln Park.....	Picnic tables near Woodchip yard
Franklin.....	Franklin Park.....	Front of school at flagpole
Haight	Littlejohn Park.....	Grass field - back of school
Lum.....	Franklin Park.....	Front of school office
Maya Lin.....	Washington Park.....	Front steps on Taylor Avenue
NEA	Bayport Park.....	Front of school office
Otis.....	Lincoln Park.....	Picnic tables near portable classrooms
Paden.....	Washington Park.....	Front steps near flagpole
Ruby Bridges	Bayport Park.....	Front of media center at flagpole

I MISSED THE LOTTERY PERIOD— CAN I STILL REGISTER FOR RAP?

Starting Monday, August 3rd, you may register and pay for any remaining spots. Space is limited and some school sites may be full! Waitlists will be available.

- ♦ **Mail** or **Drop Off** completed form with payment to the ARPD Office, 2226 Santa Clara Ave, Alameda, CA 94501
- ♦ **E-mail** completed form with credit card to arpd@alamedaca.gov
- ♦ **Fax** completed form with credit card to (510) 523-4071

Once we have your completed RAP form, on file, you may make your payments over the phone, (510) 747-7529, with your credit card throughout the school year.



WHAT DO WE DO AT A RAP SITE?

- ♦ **Daily Snack**
- ♦ **Games**
- ♦ **Arts & Crafts**
- ♦ **Cooking**
- ♦ **Sports**
- ♦ **Outdoor activities (weather permitting) in a supervised, safe environment**

IMPORTANT

Before RAP Program can begin at a school site, we must have 10 students registered. If we do not meet our minimum number, there is a possibility that our RAP Program for that school may be cancelled or delayed.

NEED FINANCIAL ASSISTANCE?

A limited number of partial scholarships are available for Alameda residents only. To qualify, complete a Fee Assistance Request Form from ARPD and allow a minimum of three (3) weeks to process your request.

SEE OTHER SIDE FOR PAYMENT SCHEDULE AND OTHER IMPORTANT PROGRAM INFORMATION

CHILDREN WITH SPECIAL NEEDS -

Registrations for children requiring special attention are reviewed on a case-by-case basis with the Program Supervisor. Be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Note that ARPD Staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

ABSENCES/NON-SCHOOL DAYS - You must notify ARPD by **12:00 noon (510-747-7529)** if your child will not attend RAP for any reason. Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

LATE PICK UPS - All participants must be picked up by 5:30 p.m. **Starting at 5:31 p.m., a late fee of \$1.00 per minute will be charged for late pick-ups payable that day.** If you are more than 30 minutes late, we will contact the Alameda Police Department to pick up your child and take him/her to the Police Station. If late pick ups are a consistent problem, we will take further appropriate action.

EARLY DISMISSAL - RAP participants are picked up at their school's dismissal time (including modified or early days). AUSD provides us with the early and modified day schedule before the year begins and we plan accordingly.

RECEIPTS - A receipt is provided to you upon registration. Save your receipt! There is a \$5 reprint service charge for each reprinted receipt. **An official 2015 Tax Receipt will be available for a fee upon request after January 1, 2016.**

FOR ALL 2 OR 3 DAY PARTICIPANTS:

DAY CHANGES - You must specify the days of the week your child will attend. These days will remain the same for the full session unless you pay the \$15 administrative fee to change them.

EXTRA DAYS - You **CANNOT** swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a \$15 per day charge which must be paid in full 48 business hours in advance of the date needed.

FEE SCHEDULE FOR 2015-2016 SCHOOL YEAR—AUGUST 2015 TO JUNE 2016

All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. **You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split.**

Payments made after the due dates are charged an automatic \$30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, Discover, Visa or Mastercard. No exceptions!

IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO MAKE EITHER SINGLE OR INSTALLMENT PAYMENTS BY THE DUE DATES LISTED BELOW. ALL LATE PAYMENTS WILL BE CHARGED AN AUTOMATIC \$30 LATE FEE. WE DO NOT SEND REMINDERS. Helpful Tip: Program RAP Payment Deadline Dates into your Smartphones!

FALL SESSION:

August 31 to November 20, 2015

**YOU MUST ENCLOSE EITHER:
SINGLE OR 1ST SPLIT PAYMENT
AT THE TIME OF REGISTRATION**

- In order for your child to be picked up on the first day of school, your child must be registered for RAP by **THURSDAY, AUGUST 27th**
- 2nd Split Payment due by **THURSDAY, OCTOBER 8th**

5 DAYS/WEEK:

Single Payment: \$581
1st Split Payment: \$321
2nd Split Payment: \$321

3 DAYS/WEEK:

Single Payment: \$383
1st Split Payment: \$222
2nd Split Payment: \$222

2 DAYS/WEEK:

Single Payment: \$272
1st Split Payment: \$166
2nd Split Payment: \$166

WINTER SESSION:

**November 30, 2015
to March 11, 2016**

- Single Payment due by **Thursday, November 19th**
- 1st Split Payment due by **Thursday, November 19th**
- 2nd Split Payment due by **Thursday, January 28th**

5 DAYS/WEEK:

Single Payment: \$630
1st Split Payment: \$345
2nd Split Payment: \$345

3 DAYS/WEEK:

Single Payment: \$416
1st Split Payment: \$238
2nd Split Payment: \$238

2 DAYS/WEEK:

Single Payment: \$295
1st Split Payment: \$178
2nd Split Payment: \$178

SPRING SESSION:

**March 14, 2016
to June 16, 2016**

- Single Payment due by **Thursday, March 10th**
- 1st Split Payment due by **Thursday, March 10th**
- 2nd Split Payment due by **Thursday, May 5th**

5 DAYS/WEEK:

Single Payment: \$630
1st Split Payment: \$345
2nd Split Payment: \$345

3 DAYS/WEEK:

Single Payment: \$416
1st Split Payment: \$238
2nd Split Payment: \$238

2 DAYS/WEEK:

Single Payment: \$295
1st Split Payment: \$178
2nd Split Payment: \$178